

**BY ORDER OF THE  
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE  
ACADEMY INSTRUCTION 36-2016**

**28 JANUARY 2016**

**Personnel**

**THE CADET ESCORT PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: USAFA/CWTS

Certified by: USAFA/CWT  
(Col Kevin Schiller)

Supersedes: USAFAI36-2016,  
12 December 2007

Pages: 5

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This instruction implements Air Force Policy Directive (AFPD) 36-20, *Accession of Air Force Military Personnel*, and prescribes procedures for United States Air Force Academy (USAFA) or outside agencies to request the use of cadets as escorts. It establishes the source of authority for determining the specific use of cadets as escorts, eligibility requirements, and limitations on requests for cadet escorts. Agencies requesting cadet escorts will comply with the authorizations, precedence, eligibility requirements, and procedures contained in this instruction. This instruction does not apply to individual cadets requesting permission to conduct escort duties for personal reasons in the cadet area on USAFA. This publication does not apply to Air Force Reserve Command (AFRC) units or the Air National Guard (ANG). Approval authority for individual cadets to conduct personal escort duties in the cadet area on USAFA belongs to the respective cadet squadron Air Officer Commanding (AOC). This instruction was established by consolidating previous guidance in United States Air Force Academy Instruction (USAFAI)

36-3536, *Allocation of Cadet Time*, and USAFA Scheduling Committee policies. This instruction applies to all (USAFA) personnel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*. The authorities to waive requirements in this publication are identified with a Tier 3 number following the compliance statement. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit request for waivers through the chain of command to the appropriate Tier waiver approval authority. The waiver authority for non-tiered requirements in this publication is USAFA/CWT. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual

(AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

## ***SUMMARY OF CHANGES***

This publication has been substantially revised and must be completely reviewed. Paragraph (PARA) 1.9.2 and 1.9.3 of this instruction more clearly specifies who may perform escort duties.

### **1. Use of Cadets as Escorts for Visiting Groups and Individuals:**

1.1. Requesting Cadet Escorts. Any USAFA agency or any outside agency may request cadets to act as escorts for visiting groups and dignitaries if these visitors and groups provide a direct benefit to the cadet wing. For example, requests for Board of Visitors, Congressional Staffer visits, Educator visits, athletic recruit escorts, and Admissions Liaison Officer training will normally be approved.

1.2. Approving Cadet Escorts. The USAFA Scheduling Committee screens all agency requests for cadet escorts during the academic year and will grant approval for those deemed appropriate. The standard ratio will be one cadet escort for every three visitors (1:3). Agencies submitting requests for cadet escorts are encouraged to use a higher ratio whenever possible. The Committee may make exceptions to this policy if extenuating circumstances occur. Direct requests or tasking for cadet escorts made to cadets, AOCs, or Group secretaries will not be honored. In addition, the USAFA Scheduling Committee will not approve escorts during holidays, final exam or summer periods.

1.3. Filling Requests for Cadet Escorts. Nonacademic Scheduling (USAFA/CWTSA), (333-2586) processes completed cadet escort requests in Cadet Administrative Management Information System (CAMIS) during the academic year. The Cadet Scheduling Office (333-0336) works with USAFA/CWTSA and the cadet wing throughout the academic year to assign cadet escorts to match escort requirements in CAMIS requests.

1.4. Escort Approval Outside of Academic Semesters. Requests for escorts made during the summer and transition periods are not placed in CAMIS. Agencies making requests for escorts during these timeframes will make direct contact with the Cadet Scheduling Office to coordinate the request. If the request is supportable with respect to cadet availability and cadet mission requirements/operations, the Cadet Scheduling Office will contact the Cadet Wing Commander or the Summer Program Commander, as appropriate, to match escort requests with volunteers.

1.5. Escort Requirements. During the academic year, as soon as a requirement is known, requesting agencies will enter the request into CAMIS Cadet Excusal System (CES) for appropriate notification to the Cadet Scheduling Office through USAFA/CWTSA. In order to ensure the requested numbers of potential volunteers are contacted, the request for cadet escorts must arrive at USAFA/CWTSA a minimum of 3 weeks prior to the date the escorts are needed.

1.5.1. Requesting agencies must specify the cadet escort type required (by-name or volunteer), and number of cadet escorts desired. The Cadet Scheduling Office will support requests for cadet escorts by attempting to meet all requirements outlined in every request. Ultimately, however, requesting agencies must accept the final number of

cadet escorts assigned. Second requests for additional cadet escorts will not normally be honored.

1.5.2. If a requesting agency does not have access to CAMIS, the agency should contact USAFA/CWTSA for further guidance.

1.6. Requesting Agency Responsibilities. Agencies requesting by-name cadet escorts or panel members for Educator visits, Congressional Staffer visits, and Admissions Liaison Officer training etc. should identify cadets by name, squadron, and class in CAMIS. These requests must be submitted to USAFA/CWTSA in CAMIS at least 3 weeks before the event. This lead-time is necessary in order to notify cadets of escort requirements and ensure availability. If the by-name request for cadet escorts exceeds 20 names, contact USAFA/CWTSA directly (prior to entering the request in CAMIS) to coordinate submitting the request. All escort requests regardless of type require AOC approval. Academy Military Trainers (AMTs) may approve requests in the AOCs absence.

1.7. Cadet Scheduling Office Responsibilities.

1.7.1. Brief the escort program and procedures to the Cadet Executive Officers at the beginning of each semester.

1.7.2. Once a request is approved by the Scheduling Committee, the Cadet Scheduling Office contacts the Wing Executive Officer (AFCW/CCE) and provides written instructions for each requested escort duty. These instructions contain the number of cadets needed, times and dates, locations, special instructions, uniforms, etc.

1.7.3. The Cadet Scheduling Office will furnish requesting agencies cadet escort names not later than 2 days prior to scheduled duty, providing the requesting agency met the 3-week minimum approval requirement specified in paragraph 1.5. A list of cadet names will be forwarded to the requesting agency.

1.8. Wing and Group Executive Officer Responsibilities.

1.8.1. Wing Executive Officer (AFCW/CCE). Acts as liaison with Cadet Scheduling Office (USAFA/CWTS), for cadet escort activities and oversees cadet-escorting duties. Responsible for administering the escort program through the cadet wing.

1.8.2. Group Executive Officers (AFCW/GCXX/CCE) are responsible for administering the escort program through their cadet group. If circumstances warrant, they may designate an alternate to act as the Escort Cadet in Charge (CIC).

1.8.3. Group Executive Officers or Escort CICs are responsible for meeting suspenses set by the Wing Executive Officer or the Cadet Scheduling Office.

1.8.4. Group Executive Officers or Escort CICs will ensure that escort duty notifications and associated instructions are passed on to designated squadron personnel. Working through the cadet chain of command, squadron personnel will request volunteers for escort duty and/or validate availability of cadets when by-name requests have been made. These names must be approved by each cadet's squadron AOC before submitting them to the Group Executive Officer.

1.8.5. Squadron personnel will notify Group Executive Officers or Escort CICs of cadets agreeing to perform escort duty and availability of requested by-name cadets. Group

Executive Officers or Escort CICs will forward above information within suspense date to the Cadet Scheduling Office.

1.9. Ineligible/Excused Escorts.

1.9.1. On season intercollegiate athletes are not permitted to escort.

1.9.2. Unless requested by name, third and fourth class cadets may not perform escort duties involving distinguished visitors. (First class cadets will perform all distinguished visitor escort duties with second class cadets as back-ups.)

1.9.3. Cadets on any disciplinary action or in the process of being disenrolled may not perform escort duty.

1.9.4. The USAFA Scheduling Committee may impose additional constraints or provide exceptions to current escort policies depending on the nature of the request.

1.10. Cadet Escort Attendance Procedures.

1.10.1. Unless otherwise directed by the cadet scheduling office, the standard uniform for escort duty is service dress, service cap and white gloves.

**Note:** Black gloves may be worn during winter months or as cold weather, conditions require.

1.10.2. Cadets may not miss scheduled classes or training to perform escort duty, unless there is an approved Scheduling Committee Action (SCA).

1.10.3. Cadet escorts will adhere to instructions provided by the Cadet Scheduling Office that pertain to cadet responsibilities while performing escort duties. Examples include, but are not limited to, reporting time, reporting location, and any additional specific duties/responsibilities required of cadets assigned to perform escort duties.

1.10.4. Cadet escorts must request permission from their instructors before bringing visitors to class.

1.10.5. Cadet escorts must obtain AOC approval to conduct personal escort duties in the cadet area.

1.10.6. All cadet escorts will comply with the Non-DoD Visitors and Dormitory Policy reference *The Cadet Sight Picture*.

1.10.7. Cadet Escort duty becomes mandatory for a cadet when the Group Executive Officer/Escort CIC submits a cadet's name to the Cadet Scheduling Office. Group Executive Officers/Escort CICs must forward requests for excusal from cadet escort duty to the Cadet Scheduling Office NLT 48 hours prior to the scheduled escort duty. Group Executive Officers/Escort CICs are responsible for ensuring the validity of requested excusal from cadet escort duty when forwarding escort's name, assigned duty, and reason for excusal to the Cadet Scheduling Office.

STEPHEN C. WILLIAMS, Brig Gen, USAF  
Commandant of Cadets

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

AFPD 36-20, *Accession of Air Force Military Personnel*, 5 November 2014

AFI 33-360, *Publication and Forms Management*, 25 September 2013

AFMAN 33-363, *Management of Records*, 1 March 2008

USAFAI 36-3536, *Allocation of Cadet Time*, 4 December 2014

#### *Adopted Forms*

AF847, *Recommendation for Change of Publication*

#### *Abbreviations and Acronyms*

**AF**—Air Force

**AFCW**—Air Force Cadet Wing

**AFCWMAN**—Air Force Cadet Wing Manual

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**ANG**—Air National Guard

**AFRC**—Air Force Reserve Command

**AFPD**—Air Force Policy Directive

**AOC**—Air Officer Commanding

**CAMIS**—Cadet Administrative Management Information System

**CES**—Cadet Excusal System

**CIC**—Cadet in Charge

**LOS**—Limited on Season

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**USAFA**—United States Air Force Academy

**USAFAI**—United States Air Force Academy Instruction